



PERMIT NUMBER S-00

APPLICATION FOR SIGN PERMIT

401 Lafayette Street, Williamsburg, Virginia 23185-3617 (757) 220-6136, Fax (757) 259-3798

CITY OF WILLIAMSBURG

OFFICE HOURS 8:00 AM - 4:30 PM

STREET ADDRESS/LOCATION: _____

APPLICANT: OWNER ____ CONTRACTOR ____ ENGINEER ____ LEASE HOLDER ____ OTHER ____

INSTALLER: _____ PROPERTY OWNER: _____

ADDRESS: _____ ADDRESS: _____

ZIP CODE: _____ ZIP CODE: _____

PHONE: _____ PHONE: _____

JOB CONTACT: _____

****PROOF OF VALID STATE AND LOCAL CONTRACTOR LICENSES MUST BE PROVIDED AT TIME OF APPLICATION****

STATE REGISTRATION #: _____ CLASS: A B C EXPIRATION: _____ WORK TYPE: _____

LOCAL BUSINESS LICENSE #: _____ LOCATION: _____ EXPIRATION: _____

MANUFACTURER

(IF DIFFERENT FROM INSTALLER: _____

ADDRESS: _____

PHONE: _____

CONTACT: _____

WORK BEING PERFORMED:

REFACING _____ NUMBER OF BUILDING MOUNTED _____ NUMBER OF FREE-STANDING _____

BRIEF DESCRIPTION OF WORK: _____

VALUE OF JOB: \$ _____ APPLICANT SIGNATURE: _____

APPLICANT PRINTED NAME: _____

DATE: ____/____/____



City of Williamsburg Building Code Requirements for Building Mounted and Freestanding Signs

The Virginia Uniform Statewide Building Code, BOCA Code Section 3102, requires permits for the installation of freestanding and building mounted signs. The following is a guide to assist a permit applicant with the requirements of the code.

- 1) All new signs and sign face changes must be approved by the Architectural Review Board before a permit is issued. The city zoning ordinance, Section 21-742, requires that all signs be approved by the Architectural Review Board (ARB). This board reviews potential sign installations for compliance with City Zoning Ordinances and design guidelines. It should be noted that the ARB does not review sign applications for compliance with the Virginia Uniform Statewide Building Code (USBC). Information about the architectural review process should be directed to the Planning Department at (757) 220-6130.
- 2) All free standing signs must have a footing detail. All signs more than ten (10) feet from finished grade must have the foundation (footing) designed and sealed by a Virginia licensed design professional or other recognized method. BOCA Section 3102.4.4 requires that construction documents must be filed that show the dimensions, materials, and details of the sign construction. The construction documents must include load, stress and anchorage details. Wind load design must be demonstrated by showing calculations or a design professionals seal as required in BOCA Section 1609.9, 1609.9(1), and 1609.9(5). Wind load design for this area should be based on an eighty (80) mile per hour wind speed.
- 3) Building mounted signs must show method of attachment. The requirements for wall mounted signs are found in BOCA Section 3102.9.
- 4) Internally illuminated signs must indicate their approved listing. All illuminated signs drawings must show electrical details. BOCA Section 3102.13 requires all illuminated signs to be certified for compliance with the National Electrical Code (NEC). NEC Chapter 6 contains the provisions for electric signs and outline lighting. The following provisions should be noted when applying for a sign permit and during their installation:
 - **Section 600-3** requires signs to be listed and installed according to the listing.
 - **Section 600-4** requires signs to contain the manufacturer's name , trademark, maximum lamp size, voltage and current rating. The marking must be visible after installation.
 - **Section 600-6** requires a disconnecting means in sight of each sign.
 - **Section 600-9** gives requirements for location of signs. (Also see BOCA Sections 3102.8.2 for clearances for roof mounted signs, and 3102.10.2 and .3 for projecting signs.)
- **Sign footings, method of connection, and electrical systems are required to be inspected. Final inspections are required to insure that signs are electrical and structurally in compliance with building code, and the appearance complies with city ordinances.** USBC Section 113.2 requires inspections of each of the above mentioned areas. BOCA Section 3102.5.4 requires every sign covered by the code to be inspected and approved. Access to signs must be provide by the permit holder. Inspection procedure information may be obtained from the Code Compliance Office by calling (757) 220-6136.